



### **For immediate release:**

The Office of the City Clerk for the City of Miami Gardens has been designated as a Passport Application Processing Facility by the United States Department of State. Passport applications can be picked up at the Office of the City Clerk, 1515 NW 167<sup>th</sup> Street, Building 5, Suite 200, Miami Gardens, Florida, Monday through Friday from 8:30 a.m. – 4:30 p.m.

Passport applications will be accepted at the Office of the City Clerk, Monday and Tuesday of each week from 9:00 a.m. to 2:00 p.m., by appointment only.

At the time of appointment the following is required:

1. Completed application without signature (must sign application in front of passport agent)
2. One check in the amount of \$25.00 for Executive Fee, made out to the City of Miami Gardens
3. One check in the amount of \$75.00 for Passport Fee, made out to U. S. Department of State
4. Two (2) recent passport photos (can be obtained from Walgreens or CVS Pharmacy)
5. Proof of Citizenship (original birth certificate or naturalization certificate)
6. Acceptable identification (Florida Driver's License or stated issued identification)
7. Travel Plans, if any

To schedule an appointment ...contact Ronetta Taylor, CMC, City Clerk at:  
305-622-8000 ext. 2228.